



**INTERNATIONAL ADVANCED RESEARCH CENTRE FOR
POWDER METALLURGY AND NEW MATERIALS (ARCI)**
(An Autonomous R&D Centre of Department of Science & Technology Govt. of India)
Gurgaon (NCR-Delhi) – 122 003, HARYANA

Advt. No. ARCI/HRD/PMU/RECT/2/2016

RECRUITMENT OF OFFICE STAFF ON CONTRACT BASIS

LAST DATE FOR SUBMISSION OF ONLINE APPLICATIONS IS 16th DECEMBER, 2016

ARCI has been awarded a time-bound sponsored project by Government of India to set-up and operate “**Programme Management Unit (PMU)**” for implementation of a nationally coordinated project on scouting and nurturing of young talents in the area of science, engineering and medicine etc. The project duration is for a period of 5 years with effect from April 2016.

ARCI is looking to engage office staff at different levels purely on “**Contract Basis**” to work for the project. All these positions are temporary in nature and are co-terminus with the duration of the time-bound sponsored project (i.e. **31st March, 2021**). The following positions are available, **the selected candidates will be posted at ARCI office in Gurgaon (National Capital Region (NCR) - Delhi), Haryana:**

No.	Name of the post with Details	Qualifications/Experience
01.	Project Coordinator Post Code : 06 No. of Posts : One (01) Consolidated Salary : ₹ 50,000/- (minimum per month) Age Limit : Not exceeding 40 years	Essential: <ul style="list-style-type: none"> • Post-Graduation/Graduation in Science/Maths/Statistics/Computers from a recognized University. • PLUS 8/10 years’ experience (8 years for Post Graduates and 10 years for Graduates) in office management in an IT environment. • Consistent first class/division throughout academic career. Desirable: <ol style="list-style-type: none"> a) Degree in Management. b) Working experience in similar area or in an organization involving data processing and handling. c) Understanding of data issues, ability to analyse, work quickly and accurately. d) Good communication skills will be an added advantage.
	Specific Job Requirements :	Person selected will be responsible for coordination of entire Project, handling of large number of applicants data, their processing, generation of MIS reports and timely completion of the assigned tasks.

No.	Name of the post with Details	Qualifications/Experience
02.	<p>Project Executive Assistant</p> <p>Post Code : 07</p> <p>No. of Posts : *Seven (07) (*OC = 6; SC = 1)</p> <p>Consolidated Salary ₹ 30,000/- (minimum per month)</p> <p>Age Limit : Not exceeding 30 years</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Post-Graduation/Graduation in Science/ Maths/Statistics/Computers OR 3 years full time diploma in Computers from a recognized University or Institute. • PLUS experience in office management in an IT environment as given below: 2 Years' for Post Graduates. 4 Years' for Graduates. 6 Years' for Diploma holders. • Consistent first class/division throughout academic career. <p>Desirable:</p> <ol style="list-style-type: none"> a) Working experience in similar area or in an Organization involving data processing and handling. b) Experience in updating, maintaining and retrieving information held on computer system/portal. c) Understanding of data issues & ability to analyse, work quickly and accurately. d) Good communication skills and ability to multi-tasking will be an added advantage.
	<p>Specific Job Requirements:</p>	<p>Persons selected will be responsible for coordination of different schemes, handling of large number of applicants data, their processing, generation of MIS reports and timely completion of the assigned tasks.</p>

No.	Name of the post with Details	Qualifications/Experience
03.	<p>Project Data Entry Operator</p> <p>Post Code : 08</p> <p>No. of Posts : *Nine (09) (*OC = 7; OBC = 1; SC = 1)</p> <p>Consolidated Salary ₹ 15,000/- (minimum per month)</p> <p>Age Limit : Not exceeding 30 years</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Graduation in Science/Maths/Statistics/Commerce OR 3 years full time diploma in Computers from a recognized University or Institute • PLUS 2 years' experience in office management in an IT environment. • Consistent first class/division throughout academic career. <p>Desirable:</p> <ol style="list-style-type: none"> a) Working experience in similar area or in an organization involving data Processing and handling. b) Shall possess very good computer knowledge with good typing speed. c) Good communication skills and ability to multi-tasking will be an added advantage.
	<p>Specific Job Requirements:</p>	<ul style="list-style-type: none"> • Person selected will be responsible for day-to-day operation of scheme involving in handling of large data, their processing and timely completion. • Update, maintain and retrieve information held on computer system/portal. • Understanding of data issues, ability to work quickly & accurately, and pay attention to detail.

ARCI strives to have a workforce which reflects gender balance and women candidates are encouraged to apply

Other Benefits: In addition to the above Consolidated Salary, benefits such as Employees Provident Fund (EPF), Medical Insurance for self/nuclear family members, paid leave (as per norms) etc., are available.

Mode of Selection

- (a) Selection for the post of Project Coordinator will be through personal interview for the short-listed candidates.
- (b) Selection for the posts of Project Executive Assistant and Project Data Entry Operator will be through written test/trade or skill test for the short-listed candidates.

HOW TO APPLY: The Interested candidates fulfilling the above eligibility criteria shall necessarily submit their applications **ONLINE ONLY**. The online application should contain complete and definite information in respect of each of the columns. **Applications received through any other mode (other than online) will not be accepted and summarily will be rejected.**

Before filling in the Online application, candidates are advised to read carefully the following instructions for online submission and general terms and conditions.